Job Title: Groundskeeper II

Department: Parks and Recreation

Immediate

Supervisor: Ballpark Grounds Supervisor

Origination Date:	10/25/2007
Revision Date:	07/01/2012
Job Grade	804
FLSA Status	Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

This position cares for and maintains the spring training baseball facilities, right-of-ways, medians, and other public grounds.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	Н	Maintains and repairs the baseball facilities including mound and home plate, skin work, bullpens, warning tracks and batting practice set-up and tear down.
2	Н	Maintains the turf by mowing, edging, fertilizing, applying pesticide and weed control, irrigating, verti-cutting, aerating, sod work, and over-seeding.
3	M	Provides general clean-up of grounds and facilities including restrooms, dugouts, concourses, parking lots, irrigation pond and all open use areas.
4	Н	Maintains outside landscape of turf, trees, shrubs, gravel, irrigation, walk ways and parking lots.
5	Н	Assists with all non-baseball event set-up/break down and coordination.

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JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Minimum one year experience in a related field.
Certifications and Other Requirements	Valid Driver's License, Arizona Structural Pesticide License in Right of Ways or Turf & Ornamentals and must posses one or more of the following certifications (or equivalent): • Turf Grass Professional • Certified Pool Operator • Certified Nursery Worker • Arizona Certified Landscape Professional • Certified Backflow Inspector
	National Playground Inspector
Reading	Work requires the ability to read chemical distribution booklets, training guides, irrigation manuals, operating equipment manuals, standard operating procedures and MSDS manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write work orders, evaluation logs, and reports.
Managerial	Semi-Complex - Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Policy/Decision Making	Moderate - The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. Work involving discretion is typically reviewed before finalized.
Technical Skills	Broad Application - Work requires the use of standard technical skills appropriate to the work environment of the organization. Limited analysis and independent thinking is utilized.
Interpersonal / Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

City of Goodyear, Arizona

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical	Frequency Code	Description:	Physical	Frequency Code	Description:
Demand	(Mark only one)	(Check all that apply)	Demand	(Mark only one)	(Check all that apply)
Standing	□ N □ R □ O □ F ☑ C	☐ Making presentations ☐ Observing work site ☐ Observing work duties ☐ Communicating with co-workers	Pushing/ Pulling	□ N □ R □ O ⊠ F □ C	☐ File drawers ☑ Equipment ☐ Tables and chairs ☐ Hoses
Fine Dexterity	□N ⊠R □O □F □C	 ☑ Computer keyboard ☐ Telephone keypad ☐ Calculator ☒ Calibrating equipment 	Climbing	□ N □ R □ O ⊠ F □ C	☐ Stairs ☐ Ladders ☐ Step stools ☑ Onto equipment
Walking	□ N □ R □ O □ F ⊠ C	☐ To other departments/offices ☐ Around work site	Vision	□ N □ R □ O □ F ☑ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment □ Files	Foot Controls	□ N □ R □ O ⊠F □ C	☑ Driving☑ Operating heavy equipment☐ Operating Dictaphone
Carrying	□N □R 図O □F	⊠ Supplies ⊠ Equipment □ Files	Balancing	□ N □ R ⊠ O □ F □ C	☐ On ladders ☑ On equipment ☐ On step stools
Sitting	□ N ⊠R □ O □ F □ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R □ O ⊠ F □ C	 ☐ Filing in lower drawers ☒ Retrieving items from lower shelves/ground ☒ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☑ For supplies ☐ For files	Crouching	□ N □ R ☑ O □ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground
Handling	□N 図R □F □C	⊠ Paperwork □ Monies	Hearing	□ N □ R □ O □ F ☑ C	☒ Communicating via telephone/radio, to co-workers/public☒ Listening to equipment
Kneeling	□N □R □O ⊠F □C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	☐ From computer to telephone ☐ Getting inside vehicle
Crawling	□ N □ R ⊠ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⊠F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

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Physical Demands (continued) Machines, Tools, Equipment and Work Aids: Shovels, brooms, rakes, picks, chemicals, glue, solvents, trucks, backhoe, trencher, plastic saw, plastic cutter, socket set, hammer, screw, Drivers, multimeter backflow tester, utility locator, low voltage wiring, water meter reading. **Computer Equipment and Software:** Cal sense-Commend Center 4.0, Word, Excel, Lotus Notes, personal computer, printer. **Environmental Factors: Environmental Conditions** Never Seasonally Several Times Several Times Daily Per Month Per Week Extreme temperature \times (heat, cold, extreme temp. changes from outside Wetness and/or humidity $|\mathbf{x}|$ (bodily discomfort from moisture) Respiratory hazards X (fumes, gases, chemicals, dust and dirt) Noise and vibration X (sufficient to cause hearing loss) Physical hazards X (high voltage, dangerous machinery, aggressive prisoners, patients – not customers) **Health and Safety Conditions:** Health and Safety Conditions F = FrequentlyC = ConstantlyN = NeverR = RarelyO = OccasionallyNever Less than 1 1/3 or more of From 1/3 to 2/3 2/3 or more of occurs hour per week the time of the time the time Mechanical hazards X Chemical hazards X X Electrical hazards \times Fire hazards Explosives XX Communicable diseases Physical danger or abuse X Other (specify) **Primary Work Location:** ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhood Centers **☒** Outdoors ☐ Other (Specify) **Protective Equipment Required:**

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Hearing, eye protect-safety glasses, hard hats, safety vest, plastic gloves, safety chaps.

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Job Demands

Overall Strength Demands:

Overall Strength Demands		
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.	
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.	
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.	
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.	
☑ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.	

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	X			
Emergency Situations			\boxtimes	
Frequent Change of Tasks			\boxtimes	
Irregular Schedule/Overtime	X			
Performing Multiple Tasks Simultaneously	X			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work			X	
Noisy/Distracting Environment		×		
Other (Describe below.)				

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EXPECTED BEHAVIOR:

Staff - Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

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SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accu	irate description of the
demands of this job.	

	Signature of Employee	Date	
Job Title of Supervisor	Signature of Supervisor	Date	
Tob Title of Department Director	Signature of Department Director	Date	
ents:			

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

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